

**BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
JAMESBURG, NJ 08831**

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/21/19

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 15,200.00
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 71,670.02
Vouchers/Fees paid/Transfers since last meeting:	\$ (66,870.02)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	<b>\$ 20,000.00</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 415,534.89
Withdrawals/Transfers to Checking:	\$ (71,670.02)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 378.20
Current Reconciled Balance Remaining in PNC Savings Account: <b>**MATCHES BALANCE IN BANK ONLINE**</b>	<b>\$ 344,243.07</b>
<b>GRAND TOTAL CASH ON HAND:</b>	<b>\$ 364,243.07</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 21,305.78</b>

**Notes - 2/21/19 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (1,305.78) therefore a transfer FROM PNC Sav of \$ **21,305.78** needs to be made in order to maintain the control balance of **\$20,000.00**. The funds transfer to cover the checks issued in December was completed on .....

2) Reminder: W-9 form must be submitted with all new vendors!!! I need the Tax ID # especially if the vendor is a sole proprietor or LLC (not needed for incorporated vendors). The ID is needed for 1099 reporting each year.

3) All bills must be submitted the Saturday before the monthly commissioners meeting in order ensure they will be paid that month.

4) Reflects interest earned and posted of \$378.20 on 1/31/19.

5) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings.

6) 2018 Budget Appropriations vs. Actual is still in a DRAFT form. The FINAL report will be issued in March, along with the first copy of the 2019 report.

**Jamesburg Board of Fire Commissioners**  
**Budgeted Appropriations vs. Actual**  
 January through December 2018

**DRAFT**

	Jan - Dec 18	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	13,400.00	100.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,400.00</b>	<b>14,900.00</b>	<b>89.9%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	10,352.00	17,000.00	60.9%
6400-02 · Accounting/Auditing Fees	9,540.00	15,000.00	63.6%
6400-04 · Medical Services	0.00	1,000.00	0.0%
<b>Total 6400-00 · Professional Fees</b>	<b>19,892.00</b>	<b>33,000.00</b>	<b>60.3%</b>
6400-05 · Election Expenses	1,258.96	4,000.00	31.5%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	4,162.25	5,000.00	83.2%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>4,162.25</b>	<b>5,200.00</b>	<b>80.0%</b>
<b>Total Expense</b>	<b>38,713.21</b>	<b>57,100.00</b>	<b>67.8%</b>
<b>Net Ordinary Income</b>	<b>(38,713.21)</b>	<b>(57,100.00)</b>	<b>67.8%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	4,702.27	15,000.00	31.3%
<b>Total 7140-00 · Truck Equipment</b>	<b>4,702.27</b>	<b>15,000.00</b>	<b>31.3%</b>
7195-00 · Uniform & Equip(Firefighters)	14,373.50	15,000.00	95.8%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>19,075.77</b>	<b>30,000.00</b>	<b>63.6%</b>
7200-00 · Hydrant Rental Dom Water	58,170.39	58,000.00	100.3%
7400-00 · Insurance Premium	48,333.00	50,000.00	96.7%
7500-00 · Professional Services			
7500-03 · Training & Education	9,164.45	12,000.00	76.4%
<b>Total 7500-00 · Professional Services</b>	<b>9,164.45</b>	<b>12,000.00</b>	<b>76.4%</b>
7600-00 · Utilities	18,905.00	22,000.00	85.9%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,060.00	5,000.00	41.2%
7710-02 · Fuel	2,396.89	5,000.00	47.9%
7710-04 · Truck Service	27,342.30	15,000.00	182.3%
7710-05 · Equipment Testing	6,324.75	5,000.00	126.5%
<b>Total 7710-00 · Truck Service</b>	<b>38,123.94</b>	<b>30,000.00</b>	<b>127.1%</b>
7720-00 · Air Pack & Bottle Repair	2,811.39	1,800.00	156.2%
7730-00 · Bldg Maintenance	21,508.49	32,500.00	66.2%
7740-00 · Bldg Supplies	1,263.92	2,000.00	63.2%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>96,207.74</b>	<b>98,800.00</b>	<b>97.4%</b>
7800-00 · Contingency	1,837.07	25,000.00	7.3%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	20,612.74	19,000.00	108.5%
<b>Total 7850-00 · LOSAP Program</b>	<b>20,612.74</b>	<b>19,000.00</b>	<b>108.5%</b>
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	27,692.01	27,692.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	5,757.28	5,757.00	100.0%
<b>Total 8000-00 · Debt Service</b>	<b>33,449.29</b>	<b>33,449.00</b>	<b>100.0%</b>
9300-00 · Capital - Radios & Air Filling	39,256.98		
<b>Total Other Expense</b>	<b>345,012.43</b>	<b>348,249.00</b>	<b>99.1%</b>
<b>Net Other Income</b>	<b>(345,012.43)</b>	<b>(348,249.00)</b>	<b>99.1%</b>
<b>Net Income</b>	<b>(383,725.64)</b>	<b>(405,349.00)</b>	<b>94.7%</b>

02/20/19

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of February 21, 2019

Date	Num	Account	Open Balance
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b> 2/20/2019	2019-03-004	7600-00 · Utilities	240.50
Total BOROUGH OF JAMESBURG SEWER UTILITY			240.50
<b>DEBORAH A. FITZGERALD</b> 2/20/2019	2019-03-005	6400-02 · Accounting/Auditing Fees	330.64
Total DEBORAH A. FITZGERALD			330.64
<b>EMERGENCY EQUIPMENT SALES, LLC</b> 12/31/2018	2018-01-035	7195-00 · Uniform & Equip(Firefighters)	3,453.60
Total EMERGENCY EQUIPMENT SALES, LLC			3,453.60
<b>GANNETT NEW JERSEY NEWSPAPERS</b> 2/20/2019	2019-03-006	6400-05 · Election Expenses	1,270.00
Total GANNETT NEW JERSEY NEWSPAPERS			1,270.00
<b>GARY LUDAS</b> 2/20/2019	2019-03-007	6400-05 · Election Expenses	150.00
Total GARY LUDAS			150.00
<b>JCP&amp;L</b> 2/20/2019	2019-03-008	7600-00 · Utilities	695.77
2/20/2019	2019-03-008	7600-00 · Utilities	714.47
Total JCP&L			1,410.24
<b>JENNIE LUDAS</b> 2/20/2019	2019-03-009	6400-05 · Election Expenses	150.00
Total JENNIE LUDAS			150.00
<b>NETLINK WEB SERVICES, LLC</b> 2/20/2019	2019-03-010	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NEW JERSEY FIRE EQUIPMENT CO.</b> 12/31/2018	2018-01-076	7730-00 · Bldg Maintenance	3,800.00
Total NEW JERSEY FIRE EQUIPMENT CO.			3,800.00
<b>NJ-AMERICAN WATER COMP.</b> 2/20/2019	2019-03-011	7200-00 · Hydrant Rental Dom Water	23.43
2/20/2019	2019-03-011	7200-00 · Hydrant Rental Dom Water	4,830.00
Total NJ-AMERICAN WATER COMP.			4,853.43
<b>OLIVER L.E. SODEN AGENCY</b> 2/20/2019	2019-03-012	7400-00 · Insurance Premium	3,903.00
Total OLIVER L.E. SODEN AGENCY			3,903.00
<b>PSE&amp;G</b> 2/20/2019	2019-03-013	7600-00 · Utilities	860.28
Total PSE&G			860.28
<b>READY REFRESH BY NESTLE</b> 2/20/2019	2019-02-003	7730-00 · Bldg Maintenance	25.97
Total READY REFRESH BY NESTLE			25.97
<b>RUSTY ALLEN</b> 2/20/2019	2019-03-014	6400-05 · Election Expenses	150.00
Total RUSTY ALLEN			150.00
<b>STANDARD WASTE SERVICES</b> 2/20/2019	2019-02-004	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
<b>VERIZON</b> 2/20/2019	2019-03-015	7600-00 · Utilities	102.25
Total VERIZON			102.25
<b>VIKING TERMITE &amp; PEST CONTROL, INC.</b> 2/20/2019	2019-02-005	7730-00 · Bldg Maintenance	150.08
Total VIKING TERMITE & PEST CONTROL, INC.			150.08
<b>W.B. MASON CO. INC.</b> 2/20/2019	2019-03-016	6500-01 · Office Supplies	167.39

02/20/19

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of February 21, 2019

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
Total W.B. MASON CO. INC.			167.39
<b>TOTAL</b>			<b><u>21,355.78</u></b>

02/20/19

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of December 31, 2018**

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>EMERGENCY EQUIPMENT SALES, LLC</b> 12/31/2018	2018-01-035	7195-00 · Uniform & Equip(Firefighters)	3,453.60
Total EMERGENCY EQUIPMENT SALES, LLC			3,453.60
<b>NEW JERSEY FIRE EQUIPMENT CO.</b> 12/31/2018	2018-01-076	7730-00 · Bldg Maintenance	3,800.00
Total NEW JERSEY FIRE EQUIPMENT CO.			3,800.00
<b>TOTAL</b>			<b>7,253.60</b>

**BANK RECONCILIATION**

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: January-19

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Dec-18	\$	(8,022.04)	BAL. PER BANK STATEMENT	\$	24,644.33
				AS OF:		31-Jan-19
<b>ADD DEBITS:</b>				<b>ADD DEPOSITS IN TRANSIT:</b>		
Online Banking Transfer						
on 1/2/19	\$	23,222.04				
on 1/28/19		71,670.02				
<b>TOTAL DEBITS:</b>	\$	94,892.06				
	<b>TOTAL</b>	\$	86,870.02		\$	-
<b>LESS CREDITS:</b>				<b>TOTAL IN TRANSIT:</b>		
VOUCHER LIST - 1/31/19	\$	66,870.02				\$
						24,644.33
<b>ACCOUNT ANALYSIS FEE</b>	\$	-		<b>LESS CHECKS OUTSTANDING:</b>		
				<b>TOTAL:</b>	\$	4,644.33
<b>TOTAL CREDITS:</b>	\$	66,870.02				
<b>ENDING BANK BALANCE-Per G/L</b>	31-Jan-19	\$	20,000.00	<b>BANK BALANCE-Per Reconciliation:</b>	\$	20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
8261	22.27	Ready Refresh	10/25/18	
8279	651.00	Dina Walker	11/15/18	
8305	200.00	JG Painting	12/20/18	
8317	466.53	AT&T	1/17/19	
8321	1,799.00	Dalton Electric	1/17/19	
8325	155.53	Jamesburg Vol Fire Petty Cash	1/17/19	
8333	1,350.00	Samuel Klein & Company	1/17/19	
<b>TOTAL</b>	\$	4,644.33		

**Jamesburg Board of Fire Commissioners**

**Monthly Check Register**

January 2019

02/20/19

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
1/17/2019	8316	APPROVED FIRE PROTECTION CO.	INV# IN00026173 12/26/18	(177.75)
1/17/2019	8317	AT&T	LOCAL & LONG DISTANCE FOR 10/24/18, 12/24/18	(466.53)
1/17/2019	8318	BETTER LIVING DEPT. STORE	INV# A400489 12/17/18	(23.44)
1/17/2019	8319	CENTRAL JERSEY SECURITY	INV# 88074 12/15/18	(149.85)
1/17/2019	8320	CIRCLE JANITORIAL SUPPLIES, SOUTH		(438.25)
1/17/2019	8321	DALTON ELECTRIC COMPANY, INC.	INV# 17807 12/20/18	(1,799.00)
1/17/2019	8322	DEBORAH A. FITZGERALD	INV# 2018012 12/31/18	(400.00)
1/17/2019	8323	FIRE ONE, INC.	INV# 190102 1/2/19	(625.00)
1/17/2019	8324	FIRST RESPONDER JOINT INSURANCE FUND	1ST INSTALL- W/COMP, PKG, MGMT LIAB, ENVL, EXCESS LI...	(14,616.00)
1/17/2019	8325	JAMESBURG VOLUNTEER FIRE - PETTY CA...	REIMB PETTY CASH 12/23/17-8/24/18	(155.53)
1/17/2019	8326	JONATHON RAMPACEK	CHIEF CELLPHONE ALLOWANCE JULY-DEC 2018	(250.00)
1/17/2019	8327	MC MASTER-CARR SUPPLY CO.	INV# 82049835 12/18/18	(376.93)
1/17/2019	8328	MIDDLESEX COUNTY FIRE ACADEMY	INV# 18-1214 12/3/18	(289.00)
1/17/2019	8329	NETLINK WEB SERVICES, LLC	INV# NWS2283 1/1/19	(199.00)
1/17/2019	8330	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & -210025838964 1/11/19	(4,842.48)
1/17/2019	8331	PSE&G	INV# 503100051619 12/24/18	(749.29)
1/17/2019	8332	READY REFRESH BY NESTLE	INV# 18L7801965661 1/2/19	(25.97)
1/17/2019	8333	SAMUEL KLEIN & COMPANY	2019 BUDGET REVIEW 1/8/19	(1,350.00)
1/17/2019	8334	STANDARD WASTE SERVICES	INV# 337733 1/1/19	(139.40)
1/17/2019	8335	TACTICAL PUBLIC SAFETY, LLC	INV# 17-176 10/30/18	(39,256.98)
1/17/2019	8336	VIKING TERMITE & PEST CONTROL, INC.	INV# 18713562 7/14/18	(145.00)
1/17/2019	8337	W.B. MASON CO. INC.	INV# I61882010 12/20/18, I62101393 1/2/19	(394.62)
Total 1104-00 - Cash in Checking-PNC				(66,870.02)
<b>TOTAL</b>				<b>(66,870.02)</b>

## Jamesburg Board of Fire Commissioners

## Outstanding Checks

October 2018 through January 2019

02/20/19

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	10/25/2018	8261	READY REFRESH BY NESTLE	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-02-052		7730-00 · Bldg Maintenance	-22.27
TOTAL					-22.27
Bill Pmt -Check	11/15/2018	8279	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/14/2018	2018-03-097		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	12/20/2018	8305	JG PAINTING & CONTRACTING, LLC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2017	2017-02-007		7730-00 · Bldg Maintenance	-200.00
TOTAL					-200.00
Bill Pmt -Check	1/17/2019	8317	AT&T	1104-00 · Cash in Checking-PNC	
Bill	12/31/2018	2018-03-110		7600-00 · Utilities	-106.46
				7600-00 · Utilities	-360.07
TOTAL					-466.53
Bill Pmt -Check	1/17/2019	8321	DALTON ELECTRIC COMPANY, INC.	1104-00 · Cash in Checking-PNC	
Bill	12/31/2018	2018-01-070		7800-00 · Contingency	-1,799.00
TOTAL					-1,799.00
Bill Pmt -Check	1/17/2019	8325	JAMESBURG VOLUNTEER FIRE - PETTY C...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2018	2018-02-073		7195-00 · Uniform & Equip(Firefighters)	-59.32
				7710-05 · Equipment Testing	-31.21
				7710-02 · Fuel	-65.00
TOTAL					-155.53
Bill Pmt -Check	1/17/2019	8333	SAMUEL KLEIN & COMPANY	1104-00 · Cash in Checking-PNC	
Bill	1/15/2019	2019-03-003		6400-02 · Accounting/Auditing Fees	-1,350.00
TOTAL					-1,350.00